

How do I request a clearance for a member?

Last Modified on 05/12/2023 9:00 am AEDT

If your sport is using GameDay as a multi-tiered hierarchy, you can facilitate a clearance process, whereby one organisation can request a clearance for a member to be transferred into their database. That request can then be approved or rejected by the organisation in which the member already exists.

To request a Clearance for a member of another organisation within your hierarchy:

1. In the left-hand menu, click **Members** > **CLEARANCES**

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	Dashboard	
Ê	My Organisation	•
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Со	mmunications	
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2. Click CREATE CLEARANCE REQUEST

Clearances 🗗	Help		
In Progress	Historical		
Create Clearanc	ce Request		Q. Type to search

3. Enter the name and date of birth of the member for which you want to request a clearance, then click **SEARCH**

🖌 Participants	Description ③ Summary	×
Search for a pa	rticipant to transfer	
First Name *	AI	
Last Name *	Jones	
Birth Date *	11/10/2007 🗸	
Search Clear O Participants	found	

4. After searching, any matching members will appear below. To send a request to the member's current organisation for them to be transferred to you, click **REQUEST TRANSFER**

🖌 Part	ticipants 2	Description (3) Summary					×
Search	h for a pa	rticipant to transfer					
First Name	•	AI					
Last Name	*	Jones					
Birth Date *	•	11/10/2007			•		
Search 2 Parti	Clear icipants f	found					
#ID	First Name	e Last Name	Current Club	Age	Action(s)	7	
	AI	Jones	GameDay Training	16 years (11/10/2007)	Request Transfer		
	AI	Jones	GameDay Club	16 years (11/10/2007)	Request Transfer		
Show 5	• /s 1-2 of 2		IK K				

5. Enter a **Description** for the transfer, then click **CONTINUE**

✓ Participant:	s 🖌 Description 3 Summary	×
Clearance F	Request Description	
Description	The player has moved house and expressed interest in joining the club	
		?
Cancel	Back	Continue

6. Check that the clearance request details are correct, then click **SAVE**

🖌 Participants 🖌 D	escription 🧭 Summary	×
Please review the	details before you lodge the application	
From	GameDay Club	
То	Dodgers	
Туре	Clearance	
Member Name	Al Jones	
Date of Birth	11/10/2007	
Description	The player has moved house and expressed interest in joining the club	
		?
Cancel		Back Save

7. After clearance has been successfully requested, you will be taken to the request page where it will display as In Progress until the member's current club approves the clearance

Details					
Date	December 5th 2023,	8:55 am (AEDT)			
Member *	AlJones				
Date of Birth *	11/10/2007				
From *	GameDay Club				
То *	Dodgers				
Туре *	Clearance				
Status *	In Progress				
Description	n The player has moved house and expressed interest in joining the club				
Date		Action(s)	Comment	User	Organisation
December 5th 2023, 8:55 am	(AEDT)	Application	The player has moved house and expressed interest in joining the club	Rory Stewart	Dodgers

Note: At this point, a clearance request email will be sent to the primary contact of the member's current club prompting them to approve or reject the transfer through GameDay

Related Articles